

Space Family Education, Inc. Board of Director's Open Meeting

Director Report

Staffing

Resignations:

No report

New Hires:

Ms. Hirning reported that we've just hired a news sign language teacher, Ms. Nicole Carter.

Other:

No report

Operations

Facility:

Ms. Hirning received an email from NASA saying that the playground drainage project will start on October 27th.

Ms. Hirning reported that Ms. Leti Pool from Center Operation said that the old facility could still be used for this year Holidays mini camp.

Special Events:

The cookie dough fund raiser will start this Friday, October 17th, and will go on for the next two weeks. Again, the money raised by each room would be spend by the room.

We will have a Basket fund raiser raffle for the upcoming Fall Carnival, October 24th. The baskets need to be in, and they will be on displayed starting next Monday. Ms. Dianna will be canvassing local businesses for prizes for the raffle. Money raised from the raffle sales will be used for the staff Christmas Party. Parents can bring juice and soda for the carnival, and/or donate money to go offset the costs for two face painters, a balloonist, a merry-go-round. The Carnival is open to all membership. Mr. Nguyen has the action to send out an email notice to all membership. Mr. Nguyen said that he would need to work with Ms. Nancy to make sure the email distribution list is up to date. Ms. Hirning encouraged parents to come and spend time with the children.

On Friday, October 31st, Halloween Day, we will take the older children trick-or-treating on-site. The children will visit buildings 1, 12, and 45. Rooms 5 and 6 will start at about 9:20am, rooms 7 and 8 will follow at ~9:40am, and room 9 will start at ~10:00am. This year, room 9 children are invited to visit the Center Director, General Howell, during their visit to building 1. The younger children will have their own treat-or-treating at the Childcare Center.

Also on Halloween Day, the teachers will put together a spaghetti fund raiser dinner for the staff Christmas Party. Parents can order and purchase a complete spaghetti dinner for the evening and not having to worry about cooking dinner.

The school and class picture will be taken on October 28th and 29th. Rooms 1 and 2 and siblings will have their pictures taken on Tuesday, October 28th. Room 3-9 will have their pictures taken on Wednesday, October 29th.

Other:

Ms. Hirning reported that she is setting up training for the teachers in CPR, first aid, etc... At the last teacher/staff meeting, the teachers requested a paid day off on their birthdays. The Board agreed to consider the request/proposal.

Ms. Hirning reported that the Scholastic Book Fair raised about \$400 in cash and about \$180 worth in free books, in addition to those books that were donated by the parents.

Committees Report

Education Curriculum

No report

Playground

Work on the drainage project will start on October 27th.

Newsletter and Webpage

Mr. Nguyen was requested to provide Ms. Lewis with Mr. Manoj Mathew's email address.

A question was asked on how to setup a room page on the Childcare Center webpage. Mr. Nguyen explain that any parent in the room can put together a set of html files containing whatever they want to display on the Childcare Center webpage, and forward it to Mr. Mathew or Mr. Thames to upload to the webpage. Mr. Nguyen cautioned parents that the materials on the webpage must be appropriate and they must have consents from parents before pictures and names of children can be to be posted.

Room-1

No report

Room-2

No report

Room-3

No report

Room-4

No report

Room-5

No report

Room-6

No report

Room-7

One parent brought up a concern about dust on the computers in the room. Ms. Hirning reported that the custodians do not clean, or require to clean, the computers. The room discussed the issue and the Board agreed that the Center could buy computer wipes and cleaners for cleaning the computers. Mr. Nguyen will provide a sample of such product.

Questions and concerns were brought up about the bus break down incident. After room 7's field trip and returning to the childcare center, the bus broke down on-site. Ms. Dianna and the teachers reported that JSC Security people did not stop to help, even after seeing the children walking on the side of the road. Security only stopped and checked after seeing two trucks/vans from the childcare center stopping on the side of the road to pick up the children. Ms. Dianna also reported that the tow truck driver, coming to pick up the bus, was significantly delayed by Security and was diverted to different gate several times. Mr. Nguyen received the action to discuss the incident with Security and to determine if there's anything Security can do differently, if there is a next time.

Room-8

No report

Room-9

No report

Board Members Report**Policies and Procedures** (Jennifer Lewis)

Ms. Lewis reported that she had filled an opening in room 8, but not the one opening in room 4 due to a withdrawal.

Treasurer (Jennifer Mason)

Ms. Mason reported that she hadn't finished the financial report, but would have it soon. Ms. Hirning said that she would provide update to the summer camp number.

Ms. Gomez questioned and pointed out that the code for the Exchange loan had something put in it and it shouldn't be there under that code. Ms. Hirning agreed that it's possible that it was an error. Ms. Mason agreed to look into it. Ms. Gomez also asked about the audit, and Ms. Mason said that Ms. Garcia is doing the audit.

Ms. Mason said that the agreed upon stipend for the Kindergarten teachers will be handed out around Christmas time.

Mr. Nguyen asked does the Board have a temporary replacement for Ms. Mason while she's out on maternity leave, which will come up sometime in January? Ms. Gomez assured that if needed to she would help doing the treasurer duties. Ms. Gomez stated that she would help with the insurance research and review

Ms. Mason reported that she had found the recipient for the Afghan fund. Ms. Mason also reported that she had received some mails, but not sure of what to do with them. Some of these mails concern the registration for the school bus.

Secretary (Louis Nguyen)

No report. Mr. Nguyen received that action to send out email inviting the membership to the Fall Carnival

Vice President (Erica Vandersand)

Absent

President (Susan Gomez)

No report

SFEI Members Report

Walk-ons

It was reported that JSC is putting together a “Crosswalk Safety Week” program and is asking if the children from the Childcare Center could sing at the event, which is scheduled to take place around March and April 2004 time frame.

Mr. Nguyen asked if we are feeding the deer with left over cafeteria food because one parents brought up a concern that the animals will be accustomed to it. Others at the meeting quickly pointed out that the Center doesn’t want people to feed the animals.

Ms. Lewis asked about when is registration for the mini camp. Ms. Hirning said that she would work on it and put out an announcement soon.

Old Business

Ms. Lewis asked about a storage shed, but then realized that the storage shed discussion could be deferred because the old facility would still available for now.

Old Business not discussed at the BOD meeting: Corrections to the September BOD meeting minutes.

The following was reported in the September minutes.

...Ms. Hunt said that Ms. Poole told her that a new facility will be built to replace the old facility for summer camp, and that NASA is aware of the need and it will do what it can to help us to continue with the summer camp program....

With clarification from Ms. Hunt, it should be corrected to,

...Ms. Hunt said that Ms. Pool told her that the COD is aware of the Childcare Center’s camp needs and that the Center is committed to meeting those needs when the old facility is taken away...

Ms. Mason point it out that it is Ms. Laurie Garcia who is working on the financial audit, not Ms. Mason.

New Business

Mr. Nguyen asked about whether or not the Board would have its BOD meeting in November or December. It was discussed and the Board decided that it would conduct a BOD meeting in November and cancel the one in December.

Attendance:

Louis Nguyen
Candace Hunt
Scott Dunham
Janine Bolton
Valerie Thompson-Fowler
Susan Gomez
Shelley Schroeder
Jennifer Mason
Jennifer Lewis
Dianna Ritter
Kristy Hirning

The next meeting will be November 20, 2003
Room 122 JSC Child Care Center - 11:30 AM - 1:00 PM